



# SERVICE BULLETIN # 00251

426 INDUSTRIAL BOULEVARD • KEARNEYSVILLE WV 25430-2776 • USA  
Phone: (304) 728-7056 • Fax: (304) 725-6579 • Toll Free: (800) 931-9214

PAGE: 1 of 3  
DATE: 7-5-04  
REVISION: 00

**SUBJECT:** Installation of the Merlin Packaging Kit

# of People  
Required



**MODELS:** Merlin IV, Milk

**Kit Number**      **Kit Description**

256037      Merlin Packaging Kit

**TOOLS REQUIRED:** Adjustable wrench

**ESTIMATED INSTALLATION TIME:** 15 minutes

**REASON FOR BULLETIN:** Before shipping and storing the Merlin venders, the Merlin Packaging Kit should be installed to prevent damage to the venders.

## INSTALLATION INSTRUCTIONS:

**Note:** Before working on the vender, remove power by unplugging the vender's main power cord from the AC voltage source (wall outlet).

1. Unplug the vender. Tie it in a bundle, and store the bundle in the hole shown in Figure 1.
2. Insert the door block with the nail downward, as shown in Figure 2.
3. Tape up the port door so that it is held in a completely open position.
4. Place the vender's door keys in the coin cup, and secure them in place with tape.
5. Closing the door just slightly, insert one piece of foam strip between the left vandal panel and the vender's cabinet. Then, close the door a little further, and insert one piece between the right vandal panel and the cabinet. Close the vender's door completely, and screw in the T-handle. (See Figure 3.)
6. Insert the corner pads on the top of the cabinet, and secure them in place with the top cap. The angled corners should be toward the front of the vender. (See Figure 4.)
7. Using a fork lift, raise the vender to gain sufficient access to the bottom of it. Next, remove the vender's leveling legs. Then, install the skid boards, using the leveling legs to secure them. Tighten the leveling legs. Ensure that the skid boards are installed in the right direction, with the recessed holes to the bottom. (See Figure 5.)
8. Lower the vender to the ground so that it rests on the skid blocks as shown in Figure 5.
9. Wrap the vender so that it is completely surrounded by stretch wrap\*.
10. Create a hole through the stretch wrap at the port area.

\* **Note:** Stretch wrap is not included in the Merlin Packaging Kit, but is available from Royal Vendors. One roll of stretch wrap is enough for about 10 - 12 venders. Use Royal part number KO370-1 when ordering.

In an effort to provide our customers with the latest information on our equipment, Royal Vendors sends service bulletins to customers using the original ship-to address or e-mail addresses, if supplied by our customers. We also post all service bulletins on our website at [www.royalvendors.com](http://www.royalvendors.com). If for any reason a vender is moved to another location or is sold to another customer other than to whom Royal Vendors originally sent the machine, it is the responsibility of the original purchaser of the vender to notify the appropriate personnel of the service bulletin.

**ANY QUESTIONS??? CONTACT ROYAL VENDORS' CUSTOMER SERVICE DEPARTMENT  
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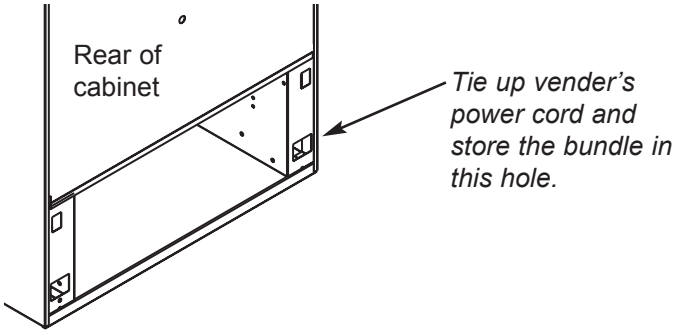
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**MODELS:** Merlin IV, Milk

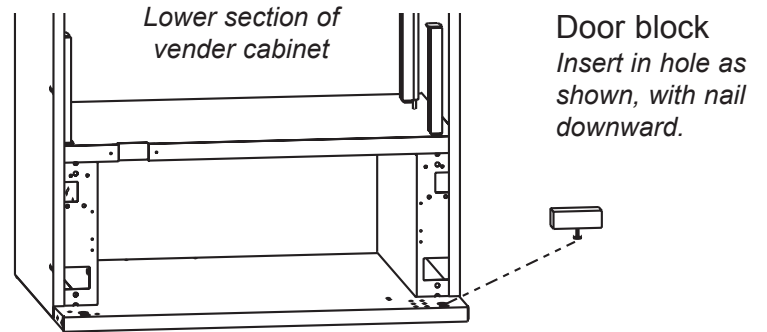
### Figure 1

Power cord storage



### Figure 2

Inserting the door block



### Figure 3

Inserting foam strips

Left side



Right side



*When inserted correctly, the foam strips should stick out no more than shown in these photos.*

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## Figure 4

Top cap

Right front of vender, as seen from below.

When properly installed, the top cap should appear as below.

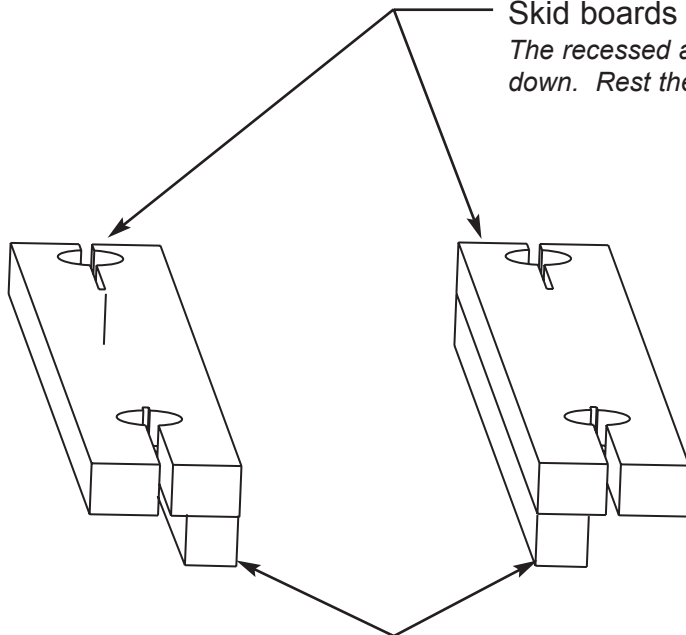


## Figure 5

Skid boards

Skid boards

The recessed areas for the heads of the leveling legs should be down. Rest the skid boards on top of the skid blocks, as shown.



Skid blocks

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